

IEP
Helpful Hints:
The Revision Addendum
2010/2011 Edition

1. Please list the changes made to the IEP in present ed levels preceded by an asterisk. For example, (****10/18/10 Goal was updated for math.)
2. **DO NOT press "Save and Update" when doing a revision in IEP Online, just press "Save".**
3. The "start" date for the revision needs to be at least one day after the revision meeting date.
4. If adding a related service through a revision, we need a signature sheet with a special education, regular education, LEA, and parent signatures. If the revision is a phone conference, get the school personnel signatures and indicate "phone conference" in the parent's signature line.
5. If you need to extend an IEP, please use the IEP extension letter to send home to the parent, revise the current IEP to reflect the extension date and reason for the extension. We know that IEP Online won't let you change the end date. We will take care of that in the office. Here is a sample statement for an extension revision, "Planning- extend current IEP through 11/5/2010 due to re-evaluation being completed."